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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

PLANNING & RESEARCH ASSOCIATE I

OPTION: PART TIME

Code: 003914

Pay Grade: 20 (\$15.35 - 20.68/hr.)

Open for Recruitment: November 5, 2014 - November 19, 2014

JOB DESCRIPTION

Maine Commission for Community Service has a part time vacancy in Augusta. This is professional services work in fiscal and program/contract performance research. You will be collecting data and background information, analyzing, and presenting reports, facts, and statistics relevant to effective resource utilization. Work involves the application of research principles (e.g., using databases for research, fact checking, analyzing data tables, project management) in projects coordinated by a superior to provide a basis for planning and managing programs/grants/contracts.

Typical Duties

- Evaluate financial documents and reports to determine evidence of compliance with federal grant terms, conditions, and specific sections of CFRs.
- Advise, consult, and coordinate development of fiscal documents, reports, and analysis.
- Analyze data gathered through program evaluations, identify trends and implications for operations, in order to provide information and make recommendations.
- Compile information from grant reports, analyze, compose and format reports or publications including formats, maps, graphs, charts, and other illustrative material in order to present information effectively.

MINIMUM REQUIREMENTS

In order to qualify, you must have a six (6) year combination of education, training, and/or experience providing a knowledge of the principles of research and planning. ***Preference will be given to candidates with Access Database experience.***

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 16.17% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.